

Present:

Ms J Duerden	Airedale NHS Trust
Ms A Farnell	Bradford Teaching Hospitals NHS Foundation Trust
Mrs H Hey	
Ms L Smith	
Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Ms L Foyle	School of Health Care Studies
Mrs J Toovey (Chair)	Yorkshire Cancer Network

Apologies

Miss C Murray, Mrs S Scales, Dr V Taylor, Ms S Walker

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
21	Members agreed that the action log from the last meeting was an accurate record.		N/A
4.1. Objective 1: New ways of working and role development			
Log No	Action	Lead(s)	Deadline
22	June Toovey informed the group that most of the chairs of the nursing groups had replied and would value a time out with the Lead Nurse Group. June Toovey to co-ordinate the time out.	J Toovey	23/07/2008
23	June Toovey informed the group that she had been unable to attend the nurse director's meeting and would feedback regarding the national work on the CNS role at the next meeting. June Toovey to feed back at the next meeting.	J Toovey	23/07/2008
4.2. Objective 2: Lead and support nursing contributions in implementation of NICE IOG			
Log No	Action	Lead(s)	Deadline
24	June Toovey informed the group that the supportive and palliative care priorities from Calderdale and Huddersfield is still outstanding. June Toovey to collate the forms received already for the next meeting.	J Toovey	23/07/2008

4.3. Objective 3: Seek to improve patient pathways			
Log No	Action	Lead(s)	Deadline
25	<p>June Toovey informed the group that the board had agreed the use of the four key elements in the supportive pathway.</p> <p>Discussion took place regarding implementing the holistic assessment into clinical practice. Questions raised were around who would undertake the assessment? What needs to happen to ensure this is implemented in practice? How would the assessment be recorded? How would that record of assessment be shared across clinical teams?</p> <p>An agreement was reached that a project to investigate different models for implementing the assessment would be useful.</p> <p>Lead Nurses to discuss in their organisations and identify MDTs who would be interested in being part of the project.</p>	All	23/07/2008
26	<p>A discussion took place regarding the skills and knowledge required to undertake the assessment. June Toovey informed the group of a research project Annie Topping from Huddersfield University had produced.</p> <p>June Toovey to contact Annie Topping to discuss the research project and report back at the next meeting.</p>	J Toovey	23/07/2008
27	<p>The generic information pathway had not been received by group members.</p> <p>Clair Murray to re-circulate the pathway.</p>	C Murray	23/07/2008
4.4. Objective 4: Influence the nursing approach to patient and public involvement			
Log No	Action	Lead(s)	Deadline
28	<p>The patient experience survey group has not met as yet.</p> <p>Sue Ebbage and Sally Scales to keep the group updated on this work.</p>	S Ebbage & S Scales	23/07/2008
4.5. Objective 5: Improve the interface between all health and social care settings			
Log No	Action	Lead(s)	Deadline
29	<p>Helen Hey reported that she had recently joined a group in Bradford including the rehabilitation team focused work and discharge team.</p> <p>Helen Hey to feed back on this work.</p>	H Hey	23/07/2008
30	<p>Janet Duerden gave an example of difficulties in social care delaying a patient's discharge.</p> <p>Sue Ebbage informed the group that Harrogate were in the process of appointing a social worker.</p> <p>Sue Ebbage to keep the group updated.</p>	S Ebbage	23/07/2008
4.6. Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies			
Log No	Action	Lead(s)	Deadline
31	<p>Lorna Foyle informed the group that Leeds university has other CNS modules available.</p> <p>Clair Murray to liaise with Loran Foyle and update the document to re-circulate to the group.</p>	C Murray	23/07/2008

4.6. Objective 6: Assess and develop nurses and nursing knowledge, understanding and competencies			
Log No	Action	Lead(s)	Deadline
32	<p>Cancer Education Programme</p> <p>Janet Durgen informed the group of difficulties in using the CD rom version of the programme.</p> <p>June Toovey to investigate putting the programme on the YCN website.</p>	J Toovey	23/07/2008
4.7. Objective 7: Develop and support YCN communication skills strategy			
Log No	Action	Lead(s)	Deadline
33	<p>ACST</p> <p>June Toovey updated the group. A train the trainer programme for new facilitators is booked for the beginning of July. Seven facilitators from the YCN are to attend. Four further facilitators are in the process of being accredited. This will dramatically increase the number of ACST programmes run.</p> <p>A flyer and application form is being sent out for participants for the programme.</p> <p>Lead Nurses to encourage senior clinicians to apply for the programme.</p>	All	23/07/2008
4.8. Objective 8: Develop the leadership potential of cancer nursing			
Log No	Action	Lead(s)	Deadline
34	<p>June Toovey informed the group of work being undertaken by the network in collaboration with Bradford university to offer to the chairs of the NSSGs. The group discussed the use of action learning sets.</p> <p>June Toovey to investigate if the leadership development could be offered to the chairs of the nursing groups.</p>	J Toovey	23/07/2008
35	<p>Lorna Foyle to forward June Toovey leadership development information available at Leeds university.</p>	L Foyle	23/07/2008
5. CNS Audit local results			
Log No	Action	Lead(s)	Deadline
36	<p>June Toovey informed the group that the data in the audit graphs were taken from the NYCRIS incidence data in 2004 and the cancer waiting times data in 2007, which would account for the differences.</p> <p>A discussion took place on how to take the audit material forward as discussed.</p> <p>The group agreed to discuss this at the next meeting. Clair Murray to add this to the agenda for the next meeting.</p>	All/C Murray	23/07/2008
6. Cancer Reform Strategy - Impact for nursing agenda			
Log No	Action	Lead(s)	Deadline
37	<p>The group agreed to discuss this at the next time out.</p>	All	23/07/2008

7. Lead Nurse Time-Out programme setting

Log No	Action	Lead(s)	Deadline
38	The group discussed the date and venue of the next time out and agreed the second week of October, preferably Tuesday and a full day at the Pavilions of Harrogate would best suit the group. To invite Chairs, Vice Chairs and Patient/User Involvement Leads. It was agreed to include the Cancer Reform Strategy and impact for nursing; supportive aspects of care and survivorship; holistic needs assessment. Clair Murray to book the venue and invite CNSs and Lead Nurses.	C Murray	23/07/2008
39	June Toovey to produce a draft agenda to circulate to the Lead Nurse group for agreement.	J Toovey	23/07/2008

8. Any Other Business

Log No	Action	Lead(s)	Deadline
40	June Toovey informed the group that she has booked annual leave for the next meeting. Helen Hey to chair the next meeting in June Toovey's absence.	J Toovey	23/07/2008

Date of Next Meeting(s)

Wednesday 23rd July 2008 10:00 am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Tuesday 14th October 2008 9:00 am
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Time Out]

Wednesday 12th November 2008 10:00 am
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital